

Moulton School

Minutes of the Full Governing Body Meeting held on Thursday 30th September 2010 at 7.00 pm

No.	Subject	Action
	<p>Present:</p> <p>Trevor Jones (Headteacher), Geoff Otley (Chair), Richard Hollis, Robin Chapman, Leslie Proctor, Rosemary Lucas, Angie Dabbs, Mel Henderson, Andy Lancaster, Fiona Polnyj, Simon Barrick, Steve Uden, Alistair Day, Anne Jeffrey, John Hancock, Jo Brake,</p> <p>In Attendance : Mr Craig White (Clerk)</p>	
1	<p>WELCOME</p> <p>The Chair welcomed the governors and introduced the guest speakers, Andy Lancaster and Alistair Day.</p>	
2	<p>APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>There were no apologies received.</p> <p>Richard Hollis, whose wife works at the school, and John Hancock, support staff governor, declared that they had an interest in the pay and benefits review.</p>	
3	<p>MINUTES OF LAST MEETING</p> <p>The minutes from the following dates were reviewed:</p> <ul style="list-style-type: none">➤ 30th June – these were agreed as accurate and accepted➤ 12th July extraordinary (Pay & Benefits) – these were agreed as accurate and accepted. <p>The minutes were signed by the Chair.</p>	
4	<p>MATTERS ARISING</p> <ul style="list-style-type: none">• 30th June – New kitchen arrangements are in and functioning. Initially the produce was cold; however, hot meals are now being prepared. The arrangements have been welcomed by kitchen staff and the feedback is positive.• There are 3 parent governor vacancies and 4 nominations. This will require an election process.	

<p>5</p>	<p>SCHOOL PRESENTATION – IMPROVING THE QUALITY OF TEACHING AND LEARNING.</p> <p>Andy Lancaster gave a presentation and distributed handouts to the governors on ‘Improving the Quality of Teaching and Learning’. The Teaching and Learning Strategy is looking forward to 2010/2011. Highlighted projects are focussing on the quality of lessons.</p> <p>OfSTED judged there to be 40% of lessons which were considered satisfactory. The school wants to make this 70%, in the first instance, to give it a ‘good’ rating.</p> <p>The two key foci, as identified in the inspection report, are</p> <ul style="list-style-type: none"> • Differentiation • Assessment for learning in lessons <p>Subject leaders will have a training session related to these themes every half term.</p> <p>Aspects of the 2010-11 teaching and learning plan include:</p> <ul style="list-style-type: none"> • Self-assessment to gauge the progress of students • Challenge with effective questioning. • Differentiation of teaching to meet needs in mixed ability settings • Development of the ‘Teacher Learner Academy’ projects • Sharing good practice in the ‘learning fair’ in the spring term <p>In addition, Angie Dabbs will lead a group of staff being trained as coaches, and Dominic Lowe will lead as Gifted and Talented co-ordinator.</p> <p>Success will be measured through the school self-evaluation process; the grading of lessons, exam outcomes, work scrutinies and student discussions.</p>	
<p>6</p>	<p>GOVERNOR VISIT FEEDBACK – CHILD PROTECTION AND SAFER RECRUITMENT.</p> <p>Governor visit feedback: Fiona Polnyj had visited the school, and fed back on this. She had gone through the Safer Recruitment Policy with the school, and explained that processes for employing and interviewing potential staff were important in ensuring child protection, and that the school was secure in these processes. The Child Protection Policy is up to date and in line with Local Authority child protection procedures. The document is fit for purpose and pro-active with child protection. It was considered that the staff were confident in ensuring that the correct measures were taken when necessary. Where appropriate, there is effective linking with outside agencies.</p>	

7	<p>POLICY REVIEWS</p> <p>The Child Protection policy has been updated for the academic year i.e. staff; contact details for referrals etc. Last November there was designated training from NCC on items like procedures, updates nationally and structures relating to child protection in schools.</p> <p>It was re-emphasised that all governors should be CRB checked, and those that had not yet done this needed to do so before the next meeting. They were asked to make an appointment with Mandy Dane, the school business manager, for this.</p> <p>Governors agreed the Child Protection policy.</p>	ALL
8	<p>VALUES AND AIMS</p> <p>The 'values and aims' Strategic Framework was developed three years ago. They are checked over each year. A handout was distributed to the governors on how the school is proposing to build the ethos of the school. Governors were asked to adopt ASPIRE (Achievement through learning, Service to the community, Pride and determination, Individual responsibility, Respect, courtesy and consideration, Excellence and high expectations). The Chair considered that this was a good idea. Governors agreed with the 'values and aims' and adopted ASPIRE.</p>	
9	<p>INITIAL EXAM RESULTS ANALYSIS</p> <p>An initial analysis of the results was shared. There will be a more detailed analysis at the QA sub-committee after half term.</p> <p>At GCSE, results were broadly in line with the performance in 2009, with some improvements and some disappointments.</p> <p>At AS and A2, results were good, and continued the improvement from 2009.</p> <p>The Chair said the QA sub committee can go in depth with the results, but the overview showed high aspirations for future performance.</p>	
10	<p>PAY AND BENEFITS UPDATE</p> <p>Governors were updated on Pay and Benefits (Single Status Agreement). As agreed at the extra-ordinary meeting, the school will implement next April, but is now outside the LA process. Over the next couple of months, it will be necessary to</p> <ul style="list-style-type: none"> • Complete the job matching exercise • Conduct the necessary appeals • The Governing Body formally adopt new support staff pay structure • Conduct any consultation with staff who do not sign up 	

	<p>The aim is for no appeals based on accurate job analysis. However, it would be necessary to set up appeal hearings in case. Governors were asked to indicate when they could support these, once the Headteacher circulated the dates.</p>	
<p>11</p>	<p>ANY OTHER BUSINESS</p> <p>Governors were informed of the opportunity to come into the school and have lunch. This would be during the last week of term; Wednesday 20 October. Staff were asked to indicate whether or not they would be able to attend. There will be further opportunities through the year.</p> <p><u>Sub committees – Finance and Quality Assurance (QA)</u></p> <p><u>Finance committee</u></p> <p>Rosemary Lucas Richard Hollis Robin Chapman Leslie Proctor Mel Henderson Simon Barrick Anne Jeffrey Jo Brake</p> <p>Dates: Wednesday 4pm – room E3 on 3 Nov, 2 Mar, 30 Mar, 8 Jun</p> <p><u>QA committee</u></p> <p>Richard Hollis Leslie Proctor Angie Dabbs Fiona Polnyj Steve Uden Anne Jeffrey John Hancock Jo Brake Geoff Otley</p> <p>Dates: Wed 4pm – room E3 on 17 Nov, 16 Mar, 22 June</p> <p>A governor representative was invited to visit the sixth form and report back to the Governing Body at their next meeting. Lesley Proctor agreed to do this.</p>	

The meeting closed at 9.05 pm

Signed:..... Date:

Moulton School
30th September 2010